

CURRICULUM VITAE

MICHAEL NGENO

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Personal Profile

Top-performing professional having a track record of success leading strategic procedures around opportunity siezing and execution. I am a highly organised, professional and self-motivated Tech guy with a great passion for technology and business. I have worked for one year in this field with a number of individuals and organisations online. I have excellent communication skills, both written and oral, and I can work independently without direct supervision.

Education

2021-2022

KABARAK UNIVERSITY

Diploma in business information technology

2014-2018

Kenya Certificate of Secondary Education

MOTHER OF APOSTLES SEMINARY

2003-2013

Kenya Certificate of Primary Education

ST MARY'S MIXED DAY AND BOARDING PRIMARY SCHOOL

Skills

- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and give prompt feedback.
- **Interpersonal Skills:** Ability to work in a team, demonstrated ability to build agreement and navigate complex and appropriate frameworks. Ability to develop effective working relationships with other program partners and counterparts.
- **Organization and Planning:** A highly organized individual who handles all tasks in a methodical and timely manner. Very good at planning, reviewing, strategizing, and running operations.
- **Leadership Skills:** Proven ability to lead and manage the operations team to deliver a culture that supports and contributes to the strategic objectives of the organization and meets approved service standards.
- **Priorities and Decision Making:** A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making.

- **Analytical Skills:** Recognizes areas of weaknesses requiring improvements and makes recommendations to the management for consideration, approval, and implementation.
- **Teamwork:** Possess strong commitment to team dynamics with the ability to contribute expertise and follow any directives at appropriate times.
- **Time Management:** Ability to prioritize work and manage time effectively

COMPUTER SKILLS

Working experience with Ms Word ,Ms Outlook.
 Proficient in data analysis using Ms Excel &Ms Access.
 Proficient in coding using C and C++ languages
 Ability to design websites and develop apps.

Work Experience

MAY 2023- To date : MYKEY'S CYBER SOLUTIONS.

Position : CEO

Responsibilities

- Filing of returns
- Website development and maintenance
- Printing and photocopy
- Web apps installation
- Graphic design
- Logo designs

July 2022 –December 2022 DEPARTMENT OF INFORMATION TECHNOLOGY, BOMET COUNTY -ATTACHEE

Position: ATTACHEE

Responsibilities

- Maintaining and repairing computers and printers.
- Ensuring proper functionality of internet.
- Updating computer soft-wares regularly.
- Accessing working conditions of gadgets and providing reports.
- Setting up meetings via zoom and setting up projectors during presentations.
- Supervising my fellow attaches and assigning them roles.

October 2019-December 2019 MOMBASA GOLF CLUB

Position: Waiter

Responsibilities:

- ☐ Serving food and beverages in a professional manner with high levels of customer service
- ☐ Setting and cleaning tables and service areas
- ☐ Dealing with customer complaints
- ☐ Checking with customers to ensure that they are enjoying their meals and take action to correct any problems
- ☐ Escorting customers to their tables
- ☐ Explain how various menu items are prepared, describing ingredients and cooking methods
- ☐ Informing customers of daily specials.
- ☐ Presenting menus to customers and answer questions about menu items, making recommendations upon request
- ☐ Removing dishes and glasses from tables or counters, and take them to kitchen for cleaning
- ☐ Translating languages from Swahili to English when need arises

January 2019-August 2019 EABL PROMOTIONS

Position: Team leader

Responsibilities:

- Supervision of promotional models
- Receiving merchandise from head office.
- Helping in setting up events.
- Interacting with club managers to schedule promotions.
- Organizing logistics for my team
- Ensuring each and every person in the team receive their pay.

Additional Information

Hobbies and Interests

- ☐ Coding and graphic design.
- ☐ Learning technological trends.

Referees

DIRECTOR AGYTON ACADEMY
TELEPHONE NO;0717001781
MRS AGNES MENJO

INFORMATION TECHNOLOGY ASSISTANT, CONTY IT OFFICES-BOMET
TELEPHONE NO;0723458661
MR LINUS CHIRCHIR



KABARAK UNIVERSITY INFORMATION TECHNOLOGY OFFICER,
TELEPHONE NO – 0719153128
MR ELVIS SAIKWA
